



GEORGE W. LINDBERG

COMPTROLLER
STATE OF ILLINOIS

June 26, 1974

PAYROLL BULLETIN
(6-74)

201 STATE HOUSE
SPRINGFIELD, ILLINOIS 62706
217/782-6000

TO: All State Agencies, Departments, Boards and Commissions
Attention: Payroll Office

SUBJECT: Fair Labor Standards Act

We have been informed by the U.S. Department of Labor, Wage and Hour Division, that effective May 1, 1974, the provisions of the Fair Labor Standards Act regarding overtime extend to state employees.

This Act requires state employees eligible for overtime be paid time and one-half in cash for all hours worked in excess of forty hours in a work week. This change in procedures is effective with the May 1 - 15, 1974 pay period.

The method of calculating overtime is prescribed by the Fair Labor Standards Act.

This bulletin concerns the method of reporting overtime on the payroll voucher.

The Comptroller's payroll system requires that the calculations, if shown, must be accurate. Vouchers must show, therefore, the number of overtime hours less than forty hours at straight time and the overtime hours in excess of forty hours at the one and one-half time rate. The sum of these calculations should be entered in the overtime column.

Agencies unable to accurately show the calculations indicated above, should enter only the lump sum overtime payment in the overtime column.

Overtime calculations other than those cited above must be reviewed by the Comptroller's payroll department. Written requests for exceptions should be directed to Mr. Kermit Kerley at 325 West Adams Street, Springfield, Illinois 62706.

Please contact Mr. Kerley at (217) 782-4758 if you have any questions.

Very truly yours,

George W. Lindberg
Comptroller

Dennis M. Kelly

By: Dennis M. Kelly
Voucher Control

DMK:bh